Edit User Information

Click the *Login* link from the left menu bar to login with your Login ID and Password.

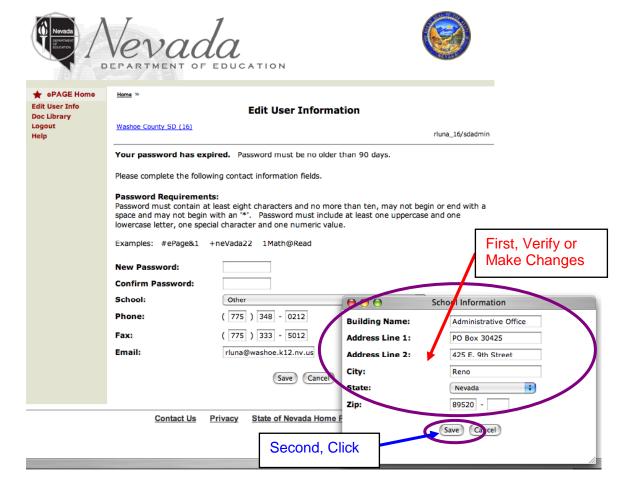
From the left menu, Click Edit User Info

Every 90 days the system will notify you upon login that your password has expired. When this happens, you will be taken to the *Edit User Info* page automatically upon login. In addition to changing your password, you can change your *School, Phone, Fax* and *Email*. You do not need to wait 90 days to change your password and other information ... you may make these changes at any time.



Make changes, as applicable, then Click Save.

If you change your **School**, a similar pop up menu may appear:



This pop up menu allows you to verify or change your school information / address.

Once you Click **Save** on the pop up menu, make any other applicable changes on the **Edit User Information** page, then Click **Save**.

You will be taken to the *Home* page.

When done, *Logout* at the left menu bar.